



UNITED STATES MARINE CORPS

Marine Corps Recruit Depot/Western Recruiting Region
1600 Henderson Avenue Suite 238
San Diego, California 92140-5001

DepO 5726.1

3B

SEP 29 2003

DEPOT ORDER 5726.1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES, MARINE BAND SAN DIEGO (MBSD)

Ref: (a) SECNAVINST 5720.44A (NOTAL)
(b) MCO P5000.18A (NOTAL)
(c) 10 U.S.C. Section 974 (NOTAL)
(d) MCO 5330.3D (NOTAL)
(e) MCO 4225.2K (NOTAL)
(f) MCO 1130.53N
(g) MCO P11000.22 (NOTAL)
(h) MCO 5726.15

Encl: (1) Sample Band request from Military Sponsor
(2) DD Form 2536, Jul 2000, Request for Armed Forces Participation
in Public Events (Non-Aviation)
(3) Sample After Action Form

1. Situation. Time and policy changes require a revision to the Depot's procedures for employment, administration and scheduling of MBSD.

2. Cancellation. DepO P5000.10.

3. Summary of Revision. This Order has been modified and should be read in its entirety.

4. Mission. Promulgate specific guidance and procedures for the management of MBSD.

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Update and define policy and procedures to comply with policy changes for the proper utilization and scheduling of MBSD.

(2) Concept of Operations

(a) AC/S, G-2/3

1 Act as the direct representative to the CG in matters involving all operational commitments for MBSD.

2 Maintain staff cognizance and operational control for band activities.

3 Direct the Band Officer to fulfill scheduled commitments.

4 Route all requests for information to the Band Officer.

5 Request TAD orders for MBSD as a unit or as individuals.

6 Submit airlift requests to support scheduled commitments.

7 Complete the fitness report of the Band Officer and forward to the Chief of Staff for review.

8 Fulfill Reviewing Officer responsibilities for fitness reports prepared by the Band Officer.

9 Ensure an adequate budget to meet the operational requirements of MBSD.

10 Account for funds allotted to MBSD.

11 Liaison with the Commandant of the Marine Corps (PAC) for commitments outside of MBSD's 100-mile area of responsibility (reference b, paragraph 1106).

12 Liaison with the Recruiting Service for possible recruitment contracts.

(b) AC/S, G-4. Provide transportation, upon the request of the Band Officer, to fulfill scheduled commitments in the San Diego area.

(c) CO, HQSVCBn

1 Exercise administrative and logistical control over MBSD.

2 Join all members of MBSD on the unit diary of Service Company.

3 Acquire, store, control, secure, issue, recover, and redistribute all supplies and equipment of MBSD.

4 Exercise special court-martial authority over MBSD.

5 Provide and maintain appropriate facilities.

6 Maintain personnel administration, office management, and directives control for MBSD.

(d) CO, Service Company

1 Administer punishment as authorized under the provisions of Article 15 of the UCMJ.

2 Provide promotion, and proficiency and conduct mark recommendations to the CO, HQSVCBn, as required.

3 Coordinate with the Band Officer to ensure military training requirements are met.

(e) PAO

1 Forward requests from the civilian community to the AC/S, G-2/3.

2 Coordinate support for all command visits that include a band brief or a request for special music (appropriate music will be provided only when there is adequate time to prepare and when all those in attendance can be acknowledged through musical selections).

(f) Band Officer

1 Responsible for the selection of appropriate music and the musical performance of MBSD.

2 Consult with the AC/S, G-2/3 concerning performance requirements and scheduling of MBSD.

3 Complete fitness reports on all SNCOs and Sergeants of MBSD and forward them to the AC/S, G-2/3.

4 Submit annual budget requests to the AC/S, G-2/3.

5 Coordinate with the CO, Service Company to ensure members of MBSD complete military training as required.

6 Provide promotion, and proficiency and conduct mark recommendations to the CO, Service Company, as required.

7 Maintain a "Performance Record" and "Instrument Repair, Inspection, and Maintenance History" logbook as set forth in reference (b).

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8 Serve as the Responsible Officer for all government property of MBSD.

c. Coordinating Instructions

(1) Scheduling Procedures

(a) Requests for musical support will be routed through the AC/S, G-2/3 and must arrive between ten and ninety days prior to the date of the event. Requests arriving prior to 90 days will be put in a pending file and acted on when they are within the 90-day window. An exception is made for long-standing annual commitments that will, upon request from the sponsor, be scheduled outside the ninety-day window.

(b) All requests will be routed to the Band Officer for final determination and added to the calendar when scheduled.

(c) The band administration section will generate acceptance or regret letters for each request. Acceptance letters are approved by the Band Officer and the AC/S, G-2/3 approves all denied requests.

(d) Sponsors desiring musical support may telephone MBSD to determine the suitability of specific dates but no performance will be scheduled until a written request (either letter or e-mail) has been submitted and approved. Enclosure (1) is the format for requests from military commands. Enclosure (2) is required from all civilian sponsors.

(e) Support for rehearsals at civilian events is not provided. Support for rehearsals at military events may be provided, upon request and schedule permitting. Normally such support is limited to one rehearsal and will consist of a trumpet player and drummer.

(f) When requested, recorded music can be provided for a rehearsal or commitment. Requests for recorded music should be submitted ten calendar days prior to the event and should include a list (in order) of the required music and a blank cassette tape or compact disc.

(2) Retirement Ceremonies. The policy below governs the scheduling of the band for retirement ceremonies.

(a) The procedure for requesting band support at retirement ceremonies for personnel aboard MCRD, San Diego is:

1 Submit an official letter of request signed by the retiree's CO to the CG (Attn: AC/S, G-2/3), using the request format outlined in enclosure (1).

2 Submit the request a minimum 10 days and a maximum 90 days prior to the ceremony date.

3 The Band Officer will determine if the band can support the ceremony based on the band's schedule and availability of personnel, and provides a recommendation to the AC/S, G-2/3 for final approval.

4 The requester will receive an answer from the Band SNCOIC or G-3 Operations.

(b) The following days and times, listed in priority order, are provided to assist in scheduling the band for a retirement ceremony:

1 Friday Morning Colors

2 Tuesday afternoon

3 Wednesday afternoon

4 Other times as the band's schedule permits

(c) Request from personnel stationed at other bases in the San Diego area will be accommodated as the band's schedule permits.

(3) Scheduling Priorities. The CG has established the following priorities to assist in scheduling requests for musical support:

(a) RTR events (Recruit Graduation Ceremonies and Parades) will be conducted per NAVMC 2691 and Depot Order 5060.77, unless otherwise directed.

(b) Depot events to include requests from other commands, MCCC events and civilian events held aboard the Depot.

(c) Other military events from commands off the Depot. Approval of these events requires Flag/General Officer involvement unless MBSD is covering for a band that is on leave.

(d) Recruiting events.

(e) Community relation's events.

(4) Commandant of the Marine Corps Directed Commitments

(a) Requests for musical support outside a 100 mile radius require approval from the CMC (PAC) per reference (a) as provided in enclosure (2).

(b) When CMC (PAC) receives a band request they will:

1 Determine the appropriateness of the performance to ensure compliance with current directives.

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2 Liaison with the DOD and the band's parent command.

3 Ascertain, when necessary, the feasibility and availability of airlift transportation via the CMC (ASM).

4 Direct the band to fulfill the commitment.

5 Request the Band Officer to submit an "After Action Report of Public Performance per reference (h). Enclosure (3) is a sample of the after action report.

(5) WRR Commitments. MBSD is an invaluable tool in the recruitment process. Requests should be submitted per the procedures outlined above in coordination with Recruiting District's Musician Technical Assistant. MBSD can support WRR by providing groups and individuals for concerts, clinics, conferences, master classes, etc. Support during Educator Workshops can include meeting with Music Educators, observing rehearsals or performances, and providing an opportunity to conduct the band.

6. Administration and Logistics

a. Periods of non-availability

(1) Leave. MBSD is structured with the minimum number of personnel required to accomplish its primary mission. Therefore, two fifteen-day leave periods will be scheduled per year. Winter leave, in coordination with the other west coast bands, will alternate between before Christmas and after New Year's day. Summer leave is normally taken in July or August. Requests from band personnel for leave other than scheduled leave will normally be disapproved.

(2) Tournament of Roses Parade. Annually, CMC (PAC) directs that all West Coast Marine Corps Bands combine to form a Composite Marine Corps Band that performs in the "Tournament of Roses Parade" in Pasadena, California on 1 January. MBSD will be unavailable from 27 December - 2 January for preparation and participation in this event.

(3) Training. Annual Combat Readiness Training/Basic Warrior Training, to include weapons qualification, is normally conducted during a two to three week period between January and May. Personnel joined after this training period will complete their training at the earliest opportunity.

b. Duties

(1) Security of instruments and equipment, and irregular working hours necessitate establishing a Duty NCO within the MBSD areas of Buildings 29 and 173.

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(2) Spontaneous commitment requests, irregular working hours, and impaired musical capabilities due to reduction in personnel require exemption of MBSD personnel from the following duties:

(a) Depot and Battalion Staff Duty Officer.

(b) Depot and Battalion Staff Duty NCO.

(c) Bachelor Enlisted Quarters Duty NCO.

(d) Other such duties and staffing quotas that would impair the accomplishment of MBSD's mission including but not limited to mess duty, range verifier, ground security force, funeral detail, etc.

c. TAD. Any member of MBSD traveling in excess of 150 miles and/or requiring an overnight stay is to be issued official travel orders in conjunction with a scheduled commitment. TAD orders will be per the JFTR and subject to the following criteria:

(1) If the commitment is for a military command, appropriation data will be provided by the command unless the Commanding General, MCRD/WRR has agreed to fund the costs associated with the performance. Depot sponsored TAD will be funded through Depot TAD funds, usually an AC/S, G-2/3 sub-account. The following statement will be included in all orders: "The use of government messing / billeting is directed unless other arrangements are approved by the AC/S, G-2/3."

(2) CPAC will support requests for orders performed in support of a civilian agency. Depot appropriation data will be provided to cover group travel. The following statement will be included in all orders: "Quarters, messing, and all incidental support are to be provided by the event sponsor. No per diem is authorized. Expense reimbursement must be approved by the AC/S, G-2/3."

(3) Messing and billeting for Band personnel must meet the criteria outlined in reference (b), paragraph 1203, and the Minimum Standards of Adequacy in reference (g), paragraph 2107.

d. Transportation

(1) Ground Transportation

(a) Vehicular requirements vary according to the personnel strength of MBSD and the performing ensemble, but normally consist of one full-size (44-passenger) bus with underside storage and a covered truck large enough to transport all of MBSD's instruments and equipment. The truck should also include a rear hydraulic lift to assist in loading heavy equipment. The truck should be lockable to provide adequate security and protection for instruments and equipment.

(b) Civilian sponsors are required to provide commercial charter "over the road" ground transportation for MBSD's participation in events within reasonable busing distance (maximum 3 hours one-way).

(2) Air Transportation

(a) When air transportation is required to fulfill Band requests, the AC/S, G-2/3 will submit a request for airlift support to Commander, Marine Corps Air Bases, Western Area (COMCABWEST).

(b) Airlift requests initiates direct liaison between the command and the airlift coordinator, confirming the feasibility of air transportation, and communicating logistical requirements; i.e. number of passengers, weight and cubic dimensions of equipment, date/time/location of airlift, etc.

(c) Airlift requests are submitted per OPNAVINST 4631.2, Military Air Cargo Request (DD Form 2768) available in Form Flow.

e. Inclement Weather

(1) Civilian Commitments. MBSD will perform in all scheduled civilian commitments unless the sponsor cancels the event. The safety of the Marines is paramount and performances during hazardous weather conditions; i.e., lightning, freezing rain, etc. are not required as it is unlikely that Community Relations events would be conducted under these conditions. The senior member of the band present at the performance site, in consultation with the event sponsor, is responsible for making the decision.

(2) Military Commitments. Most military commitments have an inclement weather plan. Band participation in outdoor performances during adverse weather conditions aboard the Depot will be determined by the AC/S, G-2/3. For commitments off the Depot, the senior member of the band present at the performance site, in consultation with the event sponsor, is responsible for making the decision.

f. Auditions. The Enlisted Conductor is the point of contact for all audition requests.

(1) Permanent Personnel. Active duty personnel will be auditioned, with approval of their work section, for a possible lateral move into Occupational Field 5500. The decision, in consultation with the Career Planner, will depend on musical ability, as determined by the audition, and MOS availability.

(2) Recruits. When requested, recruits will be screened for musical ability during Recruit Training. Recruits who successfully pass the audition will be referred to the appropriate recruiting district's Musician Technical Assistant and, if accepted into Occupational Field 5500, be

afforded the provisions of the Musician Enlistment Option Program as outlined in reference (f).

(3) Civilians. Any civilian requesting an audition will be referred to the 12th Marine Corps District Musician Technical Assistant for screening and possible enlistment.

g. Off-Duty Employment. Band personnel, Officer or Enlisted, will follow guidance for off-duty employment per reference (b) par. 1108. Reference (d), prohibits the use of government purchased musical instruments and equipment for personal gain.

h. Band Supply. Policy for inventory, control, replacement, and maintenance of musical instruments, accessories, and music authorized for use by MBSD are found in references (b) and (e).

(1) Responsible Officer. The Band Officer will be assigned as the Responsible Officer for Account K-1 at the Property Control Office and will maintain accountability of all instruments and equipment per the provisions of MCO P4400.150.

(2) Instrument Repair Technician (IRT). The IRT will be assigned the additional duty as MBSD Supply Noncommissioned Officer and will be authorized to sign for and receive band property. In the event there is no IRT to fill the billet, a SNCO will be assigned the additional duty as Band Supply NCO. The IRT's responsibilities are outlined in MCO P1200.7.

i. Musical Instruments, Accessories, and Music. Procurement of musical instruments and accessories from locally allotted (appropriated) funds is authorized per reference (b). Items unique to Marine Corps Bands, i.e., music pouches, pouch covers and straps, are no longer available through the Marine Corps supply system and must be obtained from a commercial source.

j. Unserviceable Property. Unserviceable nonexpendable property will be turned over to the Property Control Officer for proper disposal. Adjustments will be made to the account and verified by the MBSD Supply NCO.

k. Musical Instruments and Equipment. Due to risk of theft and subsequent replacement cost, the following steps are taken to maintain accountability of instruments and equipment:

(1) All instruments and equipment issued to Band personnel will be documented by nomenclature and serial number on custody cards. The individuals receiving this property will initial after each entry and sign the card.

(2) Procedures for care and maintenance of the equipment will be explained during the issue process.

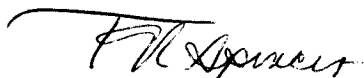
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(3) Government issued instruments and equipment, with a proper pass, may be taken off base and used for individual practice at home, and/or private instruction in conjunction with MOS training. Band personnel are responsible for the security of their issued gear and liable to the Marine Corps for any lost, damaged, or destroyed government property per MCO P4400.150.

7. Command and Signal

(a) Command. This Order is applicable to MCRD and WRR.

(b) Signal. This Order is effective the date signed.


T. W. SPENCER
Chief of Staff

DISTRIBUTION: A

SAMPLE BAND REQUEST FROM MILITARY SPONSOR

UNIT HEADING

5060
Date

From: Commanding Officer
To: AC/S, G-2/3 (Attn: Band Officer)
Subj: REQUEST FOR MARINE BAND SAN DIEGO (MSDB)
Ref (a) DepO 5000.2

1. Per the reference, the following request is submitted:
 - a. Nature of the event for which MBSD is requested.
 - b. Date(s) of the event.
 - c. Time(s) (including duration of the event).
 - d. Location of the event.
 - e. Uniform prescribed.
 - f. Can the event be rescheduled if MBSD is unavailable on the date requested?
 - g. VIP(s)/Dignitaries expected.
 - h. Point(s) of contact (Include Name, Grade, Unit, Position, and Telephone number).
 - i. Special requirements:
 - (1) Rehearsal(s) (Include date(s) and time(s).
 - (2) Special musical requests (must be received no later than 10 days prior to commitment.)
 - (3) Other.
 - j. Appropriation/funding data (if applicable).

SIGNATURE

ENCLOSURE (1)

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Form Approved
OMB No. 0704-0290
Expires Jun 30, 2003

REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS (NON-AVIATION)

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0290), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON BACK OF THIS FORM.

ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.

PURPOSE: This form is used to request all Armed Forces MUSICAL UNIT, TROOP, COLOR/HONOR GUARD, and/or EXHIBIT/EQUIPMENT participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.

SECTION I - EVENT DATA

1. SPECIFIC REQUIREMENT (i.e., Band, Marching Unit, Color Guard, Tank, etc.)		2. DATE OF EVENT (YYYYMMDD)	3. TIME OF EVENT a. FROM: b. TO:
4. TITLE OF EVENT		5. EXPECTED ATTENDANCE	
6. SITE OF EVENT (i.e., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.)		7. ADDRESS OF EVENT (Street, City, State, ZIP Code)	
8. PROGRAM (Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.)		9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (If so, specify.)	
10. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (If so, specify.)		11. IS THERE ANY CHARGE? (i.e., admission, parking, etc. If so, specify.)	

12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? (X appropriate box)	YES	NO

SECTION II - SPONSORING ORGANIZATION DATA

13. NAME OF SPONSORING ORGANIZATION			
(X appropriate box for each item.)			
14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?		YES	NO
15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?			
16. DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?			
17. SPONSOR'S REPRESENTATIVE			
a. NAME		b. ADDRESS (Street, City, State, ZIP Code)	
c. PRIMARY TELEPHONE NO. (Include area code)	d. SECONDARY TELEPHONE NUMBER	e. FAX NUMBER (Incl. area code) f. E-MAIL ADDRESS	

SECTION III - SPONSORING ORGANIZATION SUPPORT DATA

Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the Instructions on the back of this form. (X appropriate box for each item.)

18. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?	YES	NO
19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?		
20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?		
21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?		
22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?		

SECTION IV - CERTIFICATION

23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.

a. SIGNATURE OF SPONSOR'S REPRESENTATIVE	b. DATE SIGNED (YYYYMMDD)	c. PRINT NAME AND TITLE
		ENCLOSURE (2)

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SAMPLE AFTER ACTION REPORT

Event: _____ Date: _____

Location: _____

Sponsor: _____

Nature of Participation: (circle ensemble(s)) **MB PCH CB BQ JC SB PB WW

Estimated Audience: _____ Age Group: _____

Other Military Participants _____

Military Coordinator Present: Y / N Name/Org: _____

Previous Participation: Y / N Date/Location: _____

Billeting/Messing Provided: Y / N Adequate: Y / N

Location of Billeting: _____

Local Transpo Provided: Y / N Type of Transpo: _____ Adequate: Y / N

Was Event Worthwhile: Y / N Was Recruiting Aided: Y / N

Was Recruiter Present: Y / N Name / Org: _____

Contacts / Referrals: _____

If requested, should the Marine Corps Provide further support? Yes / No

Remarks: _____

**MB = Marching Band / PCH = Pouch Band / CB = Concert Band / BQ = Brass
Quintet / JC = Jazz Combo / SB = Show Band PB = Party Band /
WW = Woodwind Ensemble

ENCLOSURE (3)